

OFFICE OF THE DIRECTOR

Action Memorandum No. A-321

Date 6 December 1963

TO : Deputy Director/Intelligence
Deputy Director/Plans
Deputy Director/Science & Technology
Deputy Director/Support
Inspector General
General Counsel

SUBJECT : Reduction of Demands on Agency Support

REFERENCE:

1. In view of the Presidential instructions on conservation of money and manpower, it is essential as a first step that the operating components of the Agency reduce current demands on support components. At the present time we do not have control mechanisms limiting the operating components in their requests on support components. It may be necessary, and we are currently studying this problem, to establish limits or quotas for support.

2. The following are illustrative of the areas of support demands which are currently costly in money and manpower to the Agency and in which economies can be effected. If economies are not effected in these areas it may be necessary to cut back in the operating units in order to carry the support load.

a. Requests for Security Clearances. At the present time the Office of Security is conducting full field investigations and granting clearances on nearly twice the number of applicants that enter on duty. This is extremely costly and whereas it should be expected that each month there will be some applicants who will decline employment on the basis of having made other arrangements during the period of their investigation, the present high percentage is intolerable. For your information the following statistics show the number of applicants approved, the number entering on duty, and the number of applicant cases cancelled after approval for the months of August, September and October 1963.

SUSPENSE DATE:

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2. Printing. The Agency maintains a large and effective printing establishment at considerable cost. Demands on this establishment at the present level would require an increase in the strength of the unit. Rather than increasing the strength of our printing establishment, under present economy conditions it is essential that we cut the demands so that we can accomplish the job with the present manpower.

3. The above is designed as a statement for your information and guidance. Any assistance or suggestions that the addressees can make will be gratefully received, but I think it is clearly indicated that unless we take steps to cut back requirements on these support elements, we will be faced with economizing elsewhere in the Agency in order to accomplish our mission.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director-Comptroller

LBK:drm

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Executive Registry

63-4087

OFFICE OF THE DIRECTOR

Action Memorandum No. A-320Date 6 December 1963

TO : Director of Personnel

VIA : Deputy Director/Support

SUBJECT : On-Duty Strength: Entrance on Duty of New Employees

REFERENCE:

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1. Effective immediately the strength of all components in CIA is frozen at the on-duty strength as of 30 November 1963. New employees will not be entered on duty if such action raises the strength of any component above the 30 November 1963 level without my personal permission. Exceptions will be granted only for specialists who are on priority list for recruitment. The Director of Personnel will provide me with a weekly report on all EOD's with an indication in each instance of the effect on the on-duty strength of the acquiring component.

2. In the meantime we will be examining, together with appropriate components, methods for reducing on-duty strength to the ceiling established by the Bureau of the Budget.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director-Comptroller

cc: DD/S
DD/P
DD/I
DD/ST
General Counsel
Inspector General
D/NIPE

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